


CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.

GENERAL

1. NAME OF EMPLOYEE (Last-First-Middle)	2. DATE OF BIRTH	3. SERVICE DESIGNATION	4. GRADE
 25X1A9a	1 April 1907	IR	9
5. ORGANIZATIONAL TITLE	6. POSITION TITLE	7. OCCUPATIONAL CODE	8. OFFICE OF ASSIGNMENT
Info. Control Section	Info. Control Assistant	03-005.13	Office of Chief Geographic Research, CIA

SECTION B.

CAREER INTERESTS

9. GENERAL TYPE OF ACTIVITY

Supervisory or administrative type of position: Conduct liaison or coordinate and control information.

10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

A. IMMEDIATE (Within next 1 to 2 years)

To continue supervisory and information control type of work with a view to development of a greater degree of proficiency along these lines.

B. LONG-RANGE (Within next 3 to 5 years)

Same as above.

SECTION C.

TRAINING

11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

A. IMMEDIATE (Within next 1 to 2 years)

Will take any training courses offered by the agency that will be beneficial in my development as indicated in Section 10.

B. LONG-RANGE (Within next 3 to 5 years)

Same as above: Will also take external training when within reason.

12. ADDITIONAL COMMENTS

I am serving an apprenticeship in real estate sales and related activities, as an outside activity. The training and experience in this occupation is compatible and in line with my agency employment and interest. I, therefore, believe it will be helpful in my career development in the agency.

RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.

13. DATE COMPLETED

17 JAN 1959

14. SIGNATURE OF EMPLOYEE

25X1A9a

SECRET

(When Filled In)

SECTION D.

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15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

career interests are reasonable and attainable insofar as his present situation is concerned. His future assignment and his continuation as a supervisor will be dependent upon changes in the organizational structure recommended by management studies.

16. RELATIVE TO TRAINING FOR EMPLOYEE

25X1A9a

A greater degree of proficiency can be attained through a continuous program of training selected to broaden and deepen understanding of the substance of the program he is responsible for servicing through selective routing of information.

17. TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a

TITLE

Chief, Geographic Research, ORR

25X1A9a

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

LEAVE BLANK

SECRET

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- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.		GENERAL	
1. NAME OF EMPLOYEE (Last-First-Middle)	25X1A9a	2. DATE OF BIRTH	10 October 1926
3. SERVICE DESIGNATION	IR	4. GRADE	Journeyman-15 yrs.
5. ORGANIZATIONAL TITLE	Compositor	7. OCCUPATIONAL CODE	GA 7010.01
6. POSITION TITLE	Compositor	8. OFFICE OF ASSIGNMENT	ORA-2/OC

SECTION B.		CAREER INTERESTS
9. GENERAL TYPE OF ACTIVITY		Compositor - Printer - Proofreader - Press Work
10. SPECIFIC TYPE OF ACTIVITY (Including assignments)		
A. IMMEDIATE (Within next 1 to 2 years)		Compositor, and become Foreman of the Composing Room
B. LONG-RANGE (Within next 3 to 5 years)		Settype and/or photocompositor operator with the Agency

SECTION C.		TRAINING
11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING		
A. IMMEDIATE (Within next 1 to 2 years)		Basic Supervision Course
B. LONG-RANGE (Within next 3 to 5 years)		Training in the operation of the Photocomposing machine.

12. ADDITIONAL COMMENTS	
<p>RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.</p>	<p>13. DATE COMPLETED</p> <p>10 February 1958</p>

25X1A9a

SECRET

(When Filled In)

SECTION D.

COMMENTS BY SUPERVISOR

15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

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25X1A9a Two attempts to establish a foreman position in the Composing Section have been proposed by this Division. These have been rejected by the Management Staff. In the event this position were established in the future, [REDACTED] would be considered for the job.

25X1A9a [REDACTED] would be given consideration for operation of any new equipment that may be installed in the Section.

16. RELATIVE TO TRAINING FOR EMPLOYEE

25X1A9a

If [REDACTED] were chosen as foreman of the Section he would be required to take the Agency's Basic Supervision Course.

Photocomposing operator training would be required if this equipment were installed.

17. TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a

25X1A9a

18

TITLE

20

Chief, Development & Construction Br.

10 February 1950

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

LEAVE BLANK

SECRET

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SUPERVISORY COMMENTS ON CAREER PREFERENCE OUTLINES

TO:

Chairman, ORR Career Service Board

SUBJECT: (Name)

25X1A9a

1ST INDORSEMENT

COMMENTS BY CHIEF (Division of Staff)

The Career Preference of 25X1A9a has been discussed in considerable detail with [REDACTED] his Supervisor. I concur in the comments of his Supervisor. 25X1A9a

25X1A9a

28 February 1958

SIG

2ND INDORSEMENT

COMMENTS BY AREA CHIEF (When applicable)

- ☐ I CONCUR IN THE (Division) (Staff) CHIEF'S COMMENTS
- ☐ AS THE EMPLOYEE IS NOT PERSONALLY KNOWN TO ME, I ACCEPT COMMENTS OF (Division) (Staff) CHIEF
- ☒ OTHER (Specify)

I concur in the comments of the supervisor.

DATE

3 MAR 1958

SIGNATURE

(signed)